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CAREER SERVICE COMMITTEE  
26TH MEETING

26th Meeting  
15 May 1952

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20 May 1952

MINUTES OF 26th CAREER SERVICE COMMITTEE MEETING

15 May 1952 - 4:00 P.M.

Present: Matthew Baird - A/AD/P and Director of Training  
Kingman Douglass - AD/OCI  
Richard Helms - DAD/OSO  
[ ] - Executive Secretary

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1. Mr. Wolf was not able to be present due to an appointment which he had with the DCI with the Director of the Budget. Colonel Baird presided.

2. In order to devote as much time as was available to consideration of the Trainee Report, minutes of the 25th meeting of 8 May were tabled for consideration at a later meeting.

3. The Committee approved the Final Report of the Working Group on Trainees, dated 28 March 1952, and went over the recommendations of that Report in detail making minor revisions thereto. A redraft of these recommendations will be attached to the agenda for the next meeting.

4. Mr. Helms remarked that an employee in OSO will have, sometime in July, served continuously for 10 years in CIA and its predecessor organizations. He suggested that since the DCI had agreed to sign letters of commendations to persons in the Agency it might be a good idea to have a regular system whereby such 10 year anniversaries could be given recognition by a letter signed by General Smith. The Committee referred the matter to the Assistant Director (Personnel) for implementation.

5. The Committee received the age and grade study and tabled it for discussion at the next meeting. Preliminary comment indicated that a tabulation of intervals between grade promotions (i.e., an analysis of rate of advancement) would be valuable to the Committee in enabling it to recommend an over-all promotion policy for the Agency. It was believed that such a study, if it could be made, should be done on an Office by Office basis.

6. It was agreed that the next meeting would be on Thursday, 22 May 1952 at 4:00 P.M. in Room 223, Administration Building.

7. The meeting adjourned at 5:00 P.M.

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14 May 1952

AGENDA

FOR

CAREER SERVICE COMMITTEE

26th Meeting, Thursday, 15 May 1952, 4:00 P.M. - Room 115, North Building

1. Consideration of minutes of 25th meeting of 8 May 1952. (see attached)
2. Consideration of Final Report of the Working Group on Trainees, dated 28 March 1952. (previously distributed)
3. Consideration of "Distribution of GS  Personnel by Age and Grade", 25X1 dated 15 May 1952. (this will be distributed at the meeting)
4. For information: Cover Sheet and Instructions of the Personnel Evaluation Report. (this will be distributed at the meeting)

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